



UNITED STATES CIVIL SERVICE COMMISSION

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JUN 25 1974

AGENCY TRAINING DIRECTORS

Subject: Design-Related Training and Development

At the request of President Nixon, a Task Force on Examining Procedures for Design-Related Positions in the Federal Government has completed a study and submitted a report entitled, "Attracting Design Talent to the Federal Service." This study encourages design excellence in Federal architecture, graphics, and publications. Some of the recommendations relate to problems not directly involved with examining procedures exclusively, but rather with other areas of personnel management, including training and development. Some of these recommendations relating to training and development are as follows:

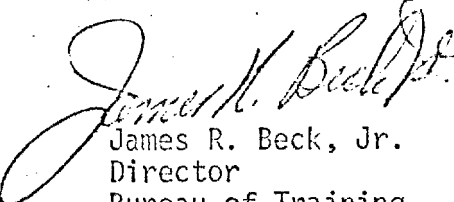
- (a) Comprehensive training programs should be developed for and promoted among Government designers.
- (b) Departments and agencies should be encouraged and assisted to conduct ongoing in-house training programs for designers and to develop plans for self-evaluation.
- (c) A practical course for Federal designers should be prepared by the Government Printing Office to clarify ways in which GPO can contribute toward producing high quality graphics.
- (d) Specialized courses for Federal designers should be arranged with colleges, universities and art schools.
- (e) A program should be developed for detailing Federal designers to private firms and studios.
- (f) Basic design awareness courses and activities should be planned for top Federal administrators, including department and agency heads and their deputies.

- (g) Courses and activities should be planned for agency officials whose day-to-day decisions affect the design quality of Federal agencies.
- (h) A pilot workshop seminar on the components of the design process--need, cost, personnel, problem-solving, etc.--should be planned for Federal managers.

I encourage you to take positive action in carrying out the recommendations of the Task Force in your agency as they relate to training and development. I suggest that you review your agency's design-related training needs to determine whether present training is sufficient to meet those needs. If needs exist that are not now being met, you will probably want to establish training programs or arrange to meet the needs through other sources. It may be possible to utilize the resources of other agencies such as the Government Printing Office, which has already started developing a course in graphics design.

An Interagency Design Group has been formed by the U.S. Civil Service Commission (see CSC Bulletin No. 332-56, Formation of Interagency Design Group, dated March 28, 1974) for the purpose of enlisting agency cooperation and keeping agencies informed on progress in implementing the Task Force recommendations. You may want to coordinate your design-related training activities with this Group.

The Commission's Bureau of Training is prepared to assist you and others in your agency in carrying out the recommendations. Feel free to call on us for help.


James R. Beck, Jr.
Director
Bureau of Training